



Interoffice Memorandum

October 13, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

~~FROM:~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

CONTACT: Edgar Cuartas, Manager, Utilities Department, Customer Service Division
407-254-9765

SUBJECT: Approval of Purchase Order M112388, Postage Pass-Through for Mailing Billing
Statements and Letters

ACTION REQUESTED:

Approval of Purchase Order M112388, Postage Pass-Through for Mailing Billing Statements and Letters, with Infosend, Inc., in the not-to-exceed amount of \$775,000.

PROCUREMENT:

This purchase order provides funding for postage pass-through, that will be invoiced by Infosend, Inc. at cost for the period of November 1, 2023 through October 31, 2024.

FUNDING:

Funding is available in the account number 4420-038-1308-3510.

APPROVALS:

The Utilities Department concurs with this recommendation.

REMARKS:

Infosend, Inc. holds the current contract for printing and mailing billing statements and letters and will use the funding to purchase postage at cost. This is a cost-effective approach which uses Infosend, Inc.'s postal permit, which would allow us better postal rates due to volume and save on customizing materials at additional back-up disaster recovery sites which may never be used.